

H
Report of Management Survey

Security Office

March 1955

~~CONFIDENTIAL~~

ER-6-7930

IIA
1

MAR 4 1955

TO: Deputy Director (Support)

SUBJECT: Management Study of the Organization and Staffing of the Security Office

1. PROBLEM:

To examine the organizational structure and staffing pattern of the Security Office in order to determine the organizational refinements and staffing necessary to meet current workload requirements.

2. FACTS BEARING ON THE PROBLEM:

25X1

- a. The present organizational structure of the Security Office (Appendix I) was approved on 14 January 1953. Since that date there have been no major changes in the structure nor in the nature of the assigned functions. The only formal changes have been a revision in name of one element []

25X1
25X1

[] the addition of 5 positions for a [] Program, and the transfer of two positions in connection with a project conducted by an area division, and the addition of 6 positions added in the support area.

25X9

25X9

- b. The present Table of Organization provides for [] civilian positions and no military allocation. The Office has been operating under a personnel ceiling of [] until 14 December 1954 at which time the ceiling was raised to conform with the then present table of Organization strength. An additional 6 table of organization positions and ceiling strength were approved on 31 January 1955.
- c. The increased demand by many organizations from within the Agency for operational support has given increased emphasis to a function of the present Special Security Division which was of lesser importance at the time the field offices were established.
- d. The promulgation of Executive Orders 10450 and 10451, through their reporting requirements and provisions for conducting investigations and preparing cases for board consideration, has been responsible for a general increase in workload throughout all phases of the personnel clearance process.

(continued on next page)

~~CONFIDENTIAL~~

~~SECRET~~

(2)

4. DISCUSSION:

- a. The proposed organization structure as shown in Appendix II represents a recognition of the relative importance of the basic security functions now being performed, and constitutes a refinement in organizational structure rather than a radical change in structure.
- b. The main features of the proposed structure are as follows:
 - (1) Establishment of a small staff to be concerned with overall security policy and unencumbered with unrelated operating functions, (See Tab C).
 - (2) Remove the Inspection Division from its place as a line organization, redesignate it as the Inspection Staff and place it in the organization as an advisory staff.
 - (3) Redesignate the operating divisions with names more indicative of their functions (e.g. Security Division to Personnel Security Division, etc.). (See Tabs H and K)
 - (4) Assign all functions pertaining to physical security to one organization and accord it division status, (See Tab I).
 - (5) Provide for two deputies with specific areas of responsibility, (See Tabs G and J).
 - (6) Raise field activities to division status.
 - (7) Recognize the need for an organizational element to handle cases.

25X1

These changes, and other refinements are discussed in detail in Tabs A through L, inclusive.

- c. Staffing has been a major problem within the Security Office. Each organizational element with the exception of the Office of Director of Security and the Security Research Staff which do not lend themselves to such analysis, have been carefully examined in an effort to establish some simple index of measurement to apply to known or estimated workload figures. This has been possible to some extent where measurement can be taken in such elements as the Physical Security Branch in terms of badges issued, tons of classified waste handled and other positive accomplishments where the time element is relatively fixed in relation to the work units. Case load

(continued on next page)

~~SECRET~~

~~SECRET~~

(3)

25X1

figures over an extended period do not show the importance of operational support activities to the extent that a pure statistical approach alone is considered an adequate base upon which to determine personnel requirements. Workload figures, however, are presented for the proposed [redacted] (See Tab K) in order to establish the need for organizational recognition of the functions performed rather than to support the personnel requirements.

- d. This survey has approached the matter of staffing by establishing for each individual element within the Office, the number of positions thought necessary to accomplish its purpose. The need for increases and decreases has been discussed in detail with responsible supervisors and where significant, are discussed in the attached Tabs. Attached as Appendix III is a comparative statement of each of the major Office elements, present and proposed. Appendix IV isolates the true changes for ready reference. Due to the size and complexity of the total Security Office operations it is considered desirable to provide increased guidance and direction of the operating elements. This has been accomplished by providing for two Deputy Directors, each with specific areas under their jurisdiction, and keeping the Director's span of control at a minimum. This creation of these two additional offices constitutes an increase of 4 positions. All other increases are discussed in the appropriate tabs.

5. CONCLUSIONS:

It is concluded that:

- a. The organizational pattern for the Security Office should consist of the following staff and operating elements:

(1) Advisory staffs

[redacted]

25X1

(b) Policy Staff

(2) Support staffs

(a) Security Research Staff

25X1

[redacted]

(continued on next page)

~~SECRET~~

~~SECRET~~

(4)

(c) Administration and Training Staff

(3) Operating elements

(a) Personnel Security Division

(b) Physical Security Division

(c) Security Support Division

(d)

- b. The Director of Security can most effectively coordinate the operational aspects of his overall mission by the employment of two deputies charged with specific areas of responsibility.
- c. A nominal increase in the total staffing pattern is justified, and is in keeping with current workload requirements and the office objective of rendering expeditious service in the field of clearances and operational support. Requirements indicated by actual review of operations, or by measurement of performance over a specified period, support the conclusion that a personnel ceiling increase of 11 positions is justified.

6. RECOMMENDATIONS:

It is recommended that:

- a. The overall organizational structure shown in Appendix II and in detail in Tabs A through L, inclusive, be approved.
- b. The proposed distribution of positions shown in Tab III be approved and that Tables of Organization for each proposed element included in the attached Tabs A through L be approved subject to classification action by the Assistant Director for Personnel.

(The recommended increase may be absorbed within the limit of the current fiscal year allotments and will result in an increase of approximately \$65,340 in subsequent fiscal year allotments.)

(continued on next page)

~~SECRET~~

~~SECRET~~

(5)

25X9

- c. The present personnel ceiling of positions be raised by 11 positions in order to bring the Table of Organization and the personnel ceiling into conformity.

SIGNED MAR 4 1955

25X1

Chief, Management Staff

ANNEXES:

Tabs A thru L

CONCURRENCE:

15/
SHEFFIELD EDWARDS
Director of Security

MAR 4 1955
Date

ACTION BY APPROVING AUTHORITY:

APPROVED:

MAR 25 1955

151 L. K. White 16

Deputy Director (Support)

~~SECRET~~

~~SECRET~~

INDEX TO TABULATIONS

Appendices

GENERAL TABULATIONS

I	Chart of Present Organizational Structure
II	Chart of Proposed Organizational Structure
III	Comparative Statement of Present and Approved T/O
IV	Gains and Losses by Staffs and Divisions Not Accounted for by Transfer of Functions

Tab

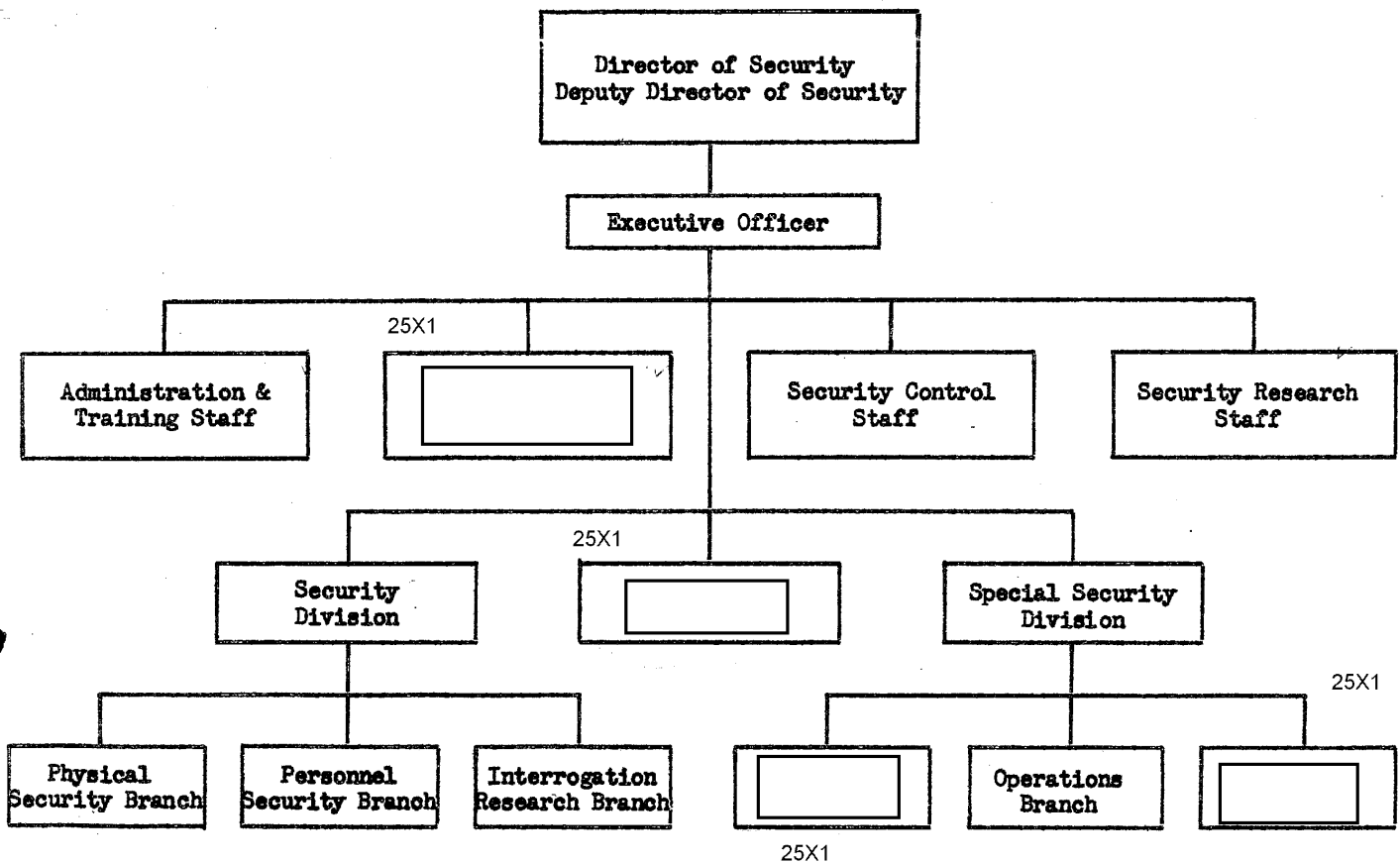
DETAILED TABULATIONS

A	Office of the Director	
B	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>	25X1
C	Policy Staff	
D	Security Research Staff	
E	<div style="border: 1px solid black; width: 230px; height: 15px;"></div>	25X1
F	Administration and Training Staff	
G	Deputy Director for Personnel and Physical Support	
H	Personnel Security Division	
I	Physical Security Division	
J	Deputy Director for Investigations and Operations Support	
K	Security Support Division	
L	<div style="border: 1px solid black; width: 140px; height: 15px;"></div>	25X1

~~SECRET~~

~~SECRET~~

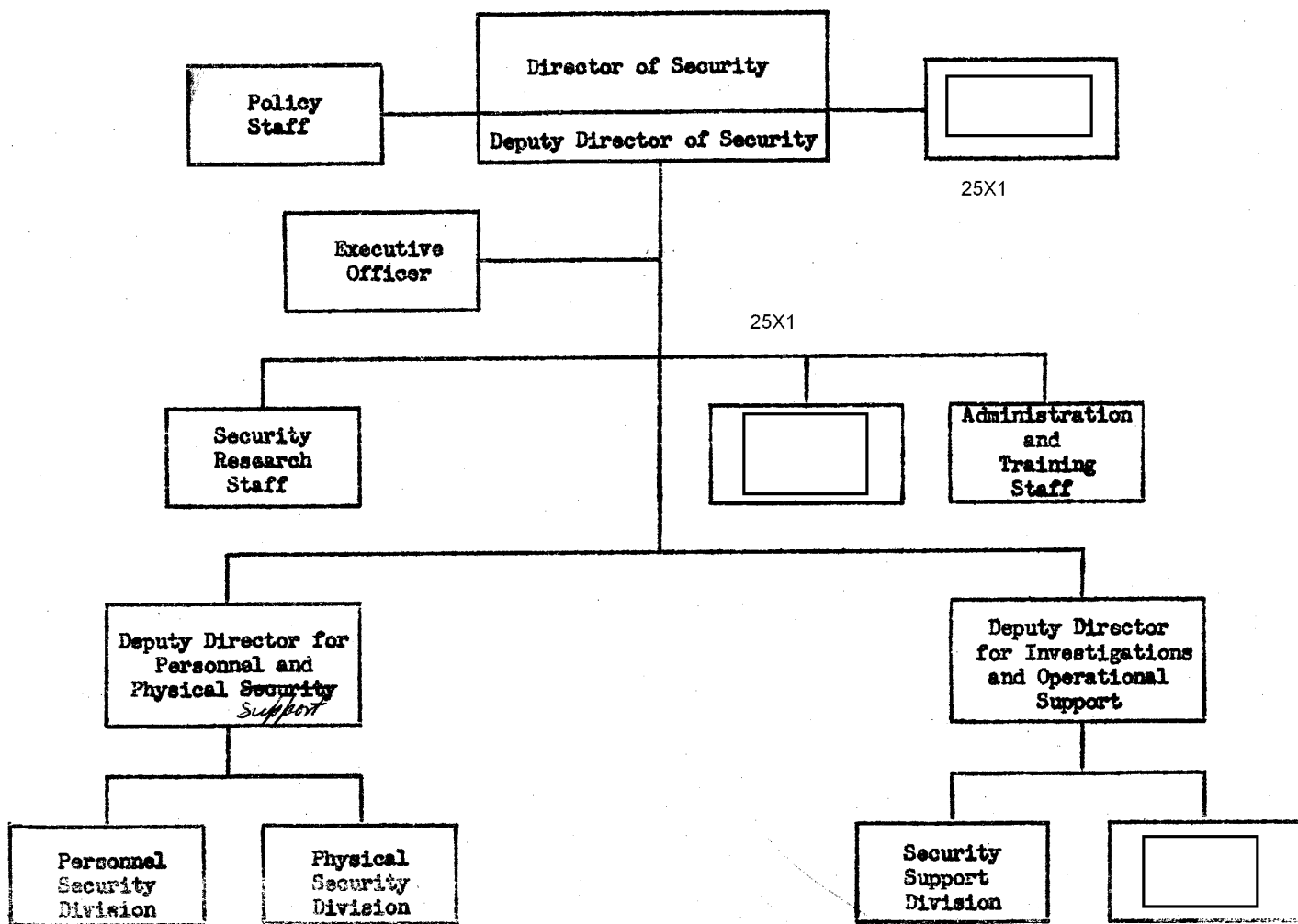
SECURITY OFFICE
PRESENT ORGANIZATION STRUCTURE



~~SECRET~~

~~SECRET~~

Security Office
Proposed Organization Structure



25X1

25X1

25X1

~~SECRET~~

Page Denied

~~SECRET~~

Proposed Staffing Pattern, Security Office
 Loss and Gains by Staffs and Divisions
 Not Accounted for by Transfer of Functions

25X1

Security Research Staff

Deputy Director for Personnel and Physical Support

Personnel Security Division

Physical Security Division

Deputy Director for Investigations and Operational Support

Security Support Division

Loss Gain

2

1

7

2

6

9

2

10

12

—

20

31

Total Gain

11

25X1

~~SECRET~~

SECRET

Detailed Listing of Positions

Office of the Director, Security Office

Director of Security	GS-18
Security Officer (Deputy Director)	GS-17
Security Officer	GS-15
Secretary Steno	GS-9
Secretary Steno	GS-7
Secretary Steno	GS-7

~~SECRET~~

~~SECRET~~

MISSION AND FUNCTIONS OF THE SECURITY OFFICE

MISSION

The Director of Security is charged with the preparation and execution of the Agency's security program, and with the performance of security inspection functions.

FUNCTIONS

The Director of Security shall:

- a. Recommend the establishment of Agency policies relating to security, and establish procedures for their implementation.
- b. Establish safeguards necessary to prevent penetration of Agency activities by unauthorized individuals; develop domestic counterintelligence programs for the Agency.
- c. Obtain and evaluate through investigation and liaison contact pertinent information regarding personnel for employment, assignment, or association with the Agency. Approve or disapprove from a security standpoint the employment or utilization of individuals by the Agency.
- d. Determine the effectiveness with which security programs and policies are being accomplished.
- e. Coordinate and engage in policy and program planning of emergency measures.
- f. Prescribe security policies relating to the liaison and contact relations of Agency officials with others; establish and maintain necessary liaison with officials of other Government agencies on security matters.
- g. Investigate reports of violation or noncompliance with security policies or regulations and recommend or initiate appropriate action as may be required.

(continued on next page)

~~SECRET~~

- h. Make necessary inspections, investigations, and reports to assure proper maintenance of security.
- i. Conduct certain activities pertaining to the overall program.
- j. Conduct research in security fields.
- k. Provide trained professional security officers as required to Agency missions

25X1

25X1

25X1

~~SECRET~~

~~SECRET~~

OFFICE OF THE DIRECTOR

SECURITY OFFICE

DISCUSSION:

The Office of the Director currently contains a total of 9 positions. The proposed Table of Organization provides for one Deputy with overall responsibility, an Executive Officer and necessary clerical support. The emergency planning function has been transferred to the Policy Staff due to its similarity to the functions assigned to that staff. One position concerned with CI activities has been transferred to the Security Research Staff, leaving a total of 6 positions in the proposed element.

~~SECRET~~

Page Denied

Next 4 Page(s) In Document Denied

~~SECRET~~

**Detailed Listing of Positions
Policy Staff, Security Office**

Security Control Officer	GS-15
Security Officer	GS-15
Security Control Officer	GS-14
Security Control Officer	GS-13
Security Control Assistant	GS-7
Secretary Steno	GS-7
Clerk Steno	GS-5

~~SECRET~~

~~SECRET~~

STATEMENT OF FUNCTIONS

POLICY STAFF

SECURITY OFFICE

The Chief, Policy Staff, under the general direction of the Director of Security, shall:

1. Serve as principal advisor to the Director of Security on all matters in which the establishment of security policy is necessary.
2. Render security consultation and guidance to the Director of Security and other Agency officials for security plans on inter-departmental exploitation, research and other joint effort activities.
3. Serve as Agency representative on inter-departmental and inter-national committees on security problems of mutual interest.
4. Develop and maintain control over the development of new security policy or changes in established policy.
5. Recommend collection and dissemination security policies and render interpretations, opinions, and decisions with respect to these policies.
6. Furnish security advice to various Agency boards and committees as requested.
7. Serve as a consultant, when requested, to furnish security advice concerning Agency external affairs.

~~SECRET~~

~~SECRET~~

POLICY STAFF
SECURITY OFFICE

DISCUSSION:

The former Security Control Staff has been abolished as a separate entity and a staff element to be known as the Policy Staff is proposed. A considerable portion of the manhours expended in the former staff were expended in functions which pertained to the security considerations attendant to the external affairs of Agency personnel. It is proposed that these functions be divorced from the staff, being transferred to the element responsible for personnel security, leaving in the Policy Staff those functions which pertain to overall Agency security policy. This will include the development and control of regulations. This separation of continuing review of employee activities will make possible a more effective concentration upon policies of general Office and Agency concern.

The new staff will retain those personnel who have been responsible for the accompanying functions plus the needed clerical support. In addition, the Emergency Planning Office has been added, who was formerly located in the Director's Office. As the work of the former Security Control Staff with respect to employee activities is not considered to be in the nature of a staff activity since it is neither advisory to the Director of Security, nor in support of the Security Office operating elements, it is considered logical to divorce it from overall policy.

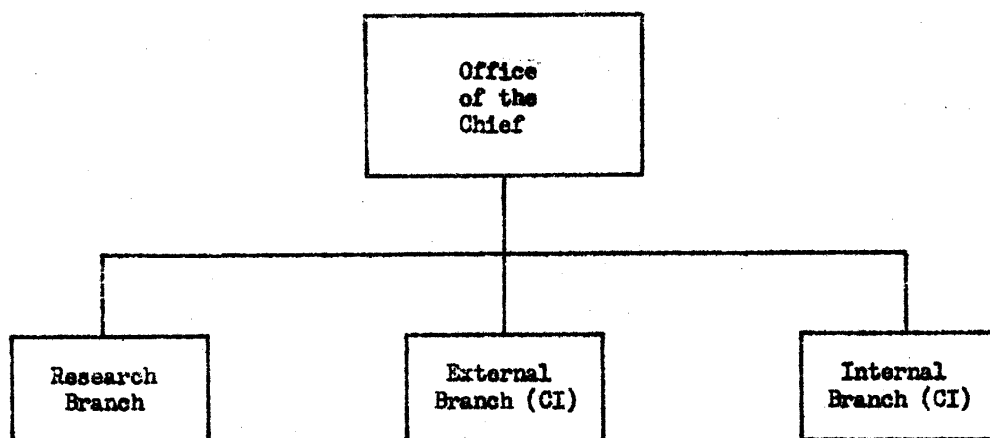
~~SECRET~~

TAB "D"
Sec. Research Staff

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

~~SECRET~~

Security Office
Security Research Staff
Proposed Organisation Structure



~~SECRET~~

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

Page Denied

Next 1 Page(s) In Document Denied

S E C R E T

SECURITY RESEARCH STAFF

SECURITY OFFICE

DISCUSSION:

254

The functions of the Research Branch are not listed or discussed as the personnel of the branch are solely concerned with the conduct of a highly sensitive program.

JUSTIFICATION:

The work of the branch does not lend itself to a statistical analysis. Cases may be generated by any of the other elements of the Security Office and may be completed by a relatively routine file search or may require the full time of several persons over a protracted period. The volume and the nature of the workload has been discussed with the Staff Chief.

It is felt that the augmentation of the organization by seven positions to a total strength of twenty positions is justified, based upon statements concerning the nature and volume of the work.

S E C R E T

Page Denied

Next 3 Page(s) In Document Denied

TAB 1111
Admin. and Tr. Staff

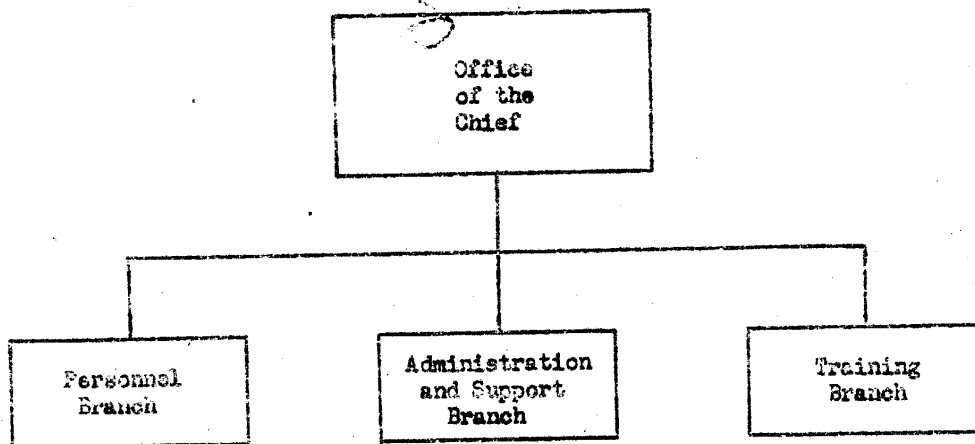
~~SECRET~~



ILLEGIB

Security Office

Proposed Organization of Administration and Training Staff



25X9

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

Page Denied

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

STATEMENT OF FUNCTIONS

ADMINISTRATION AND TRAINING STAFF

The Chief, Administration and Training Staff, under the direction of the Director of Security, shall:

1. Assist and advise the Director of Security, staff and line chiefs in the development, application and review of all administrative activities of the Security Office.
2. In cooperation with the Security Service Board, formulate and execute internal personnel and training policy.
3. Develop personnel requirements, and conduct personnel functions involving the preparation, recording, review and disposition of personnel forms and records.
4. Develop training requirements for the Security Office, direct the formulation of security training programs and courses and schedule Security Office personnel for training.
5. Administer the Security Office records management program.
6. Advise in the preparation of staff and division budget estimates, prepare overall budget estimates and justifications, and assist the Director in presentation of budget material at Comptroller hearings.
7. Develop and control procedures governing Security Office issuances, and provide assistance to division and staff chiefs in the preparation of internal issuance or Agency regulations.

~~SECRET~~

STATEMENT OF FUNCTIONS

PERSONNEL BRANCH

The Chief, Personnel Branch, under the direction of the Chief, Administration and Training Staff, shall:

1. Develop a program of personnel policies and administration for the Security Office within the framework of established Agency policies and regulations.
2. Advise staff and division chiefs on all phases of personnel problems.
3. Review personnel evaluations for Security Office personnel and provide advice and assistance to supervisors and personnel with respect to evaluations.
4. Maintain current information and status of Tables of Organization and Position Inventory records.
5. Review Personal History Statements and other data and interview prospective employees for referral to appropriate staffs or divisions.
6. Screen, control and initiate personnel action requests.
7. Provide support for the Office Career Service Board by providing advance information on re-turning personnel, maintaining rosters of personnel available for reassignment, and providing technical advice upon request.
8. Conduct exit interviews and recommend appropriate action to reduce personnel turnover.
9. Provide rosters containing work experience, qualifications, skills, area knowledge and area preference for all SO career designation to serve as a basis for Career Service Board action.
10. Conduct special briefings of all prospective Security Office personnel.

(continued on next page)

~~SECRET~~

~~SECRET~~

(2)

11. Issue and maintain control of all credentials used by Security Office personnel.
12. Conduct continuing research in matters such as personnel utilization, absenteeism, turnover and recommend action to develop and maintain an efficient working force.
13. Control all cable and dispatch traffic pertaining to SO career designation personnel.

STATEMENT OF FUNCTIONS

ADMINISTRATION AND SUPPORT BRANCH

The Chief, Administration and Support Branch, under the direction of the Chief, Administration and Training Staff, shall:

1. Plan and develop initial Security Office budget.
2. Compile, analyze, and evaluate workload data and standards.
3. Furnish supplemental justification, coordinate replanning and rescheduling resulting from changes in estimates.
4. Interpret budget policy and directives, and transfer funds between allotment accounts as necessary.
5. Administer and control funds allotted to Security Office Review monthly reports and assure that funds are expended as programmed or revise allotments in keeping with current programs.
6. Recommend and establish Security Office policy and develop procedural instructions in connection with all administrative matters on more than one Security Office component.
7. Develop and maintain a Security Office manual showing organizational structure and functions, evaluate requests and recommendations for changes in organization, functional assignments and staffing and recommend appropriate action.
8. Maintain accountability for all housekeeping and technical property located outside of the departmental area.
9. Exercise administrative control over and furnish support used by the Security Office.
10. Administer contractual arrangements of the Correspondents Program and with other service contractors.

~~SECRET~~

STATEMENT OF FUNCTIONS

TRAINING BRANCH

The Chief, Training Branch, under the direction of the Chief, Administration and Training Staff, shall:

1. Develop and conduct an internal Office-wide training program within the framework of established Agency policies and regulations.
2. Advise staff and division chiefs on all phases of training problems.
3. Conduct such lectures and courses in security control and operations which are provided by the Security Office.
4. Conduct security indoctrination classes for all new Agency personnel.
5. Maintain training rosters and schedule individuals for prescribed training.
6. Determine training requirements for technical security training for personnel of the Security Office and other offices of the Agency dealing with security matters and collaborate with the Office of Training to develop appropriate training methods, standards, facilities, and courses to fill these requirements.

~~SECRET~~

~~SECRET~~

ADMINISTRATION AND TRAINING STAFF

SECURITY OFFICE

DISCUSSION:

The assigned functions and the number of positions requested for this staff remains unchanged. In the past the staff has been unable to reach its full complement of personnel. With the mechanisms available to properly slot to maintain a full complement it is anticipated that the staff can properly handle the workload. The branch organization is considered proper with the training activities being recognized in a separate branch. As the training branch, in addition to coordinating normal training requirements, also develops and conducts extensive technical training program for agent and other personnel, branch recognition is considered desirable.

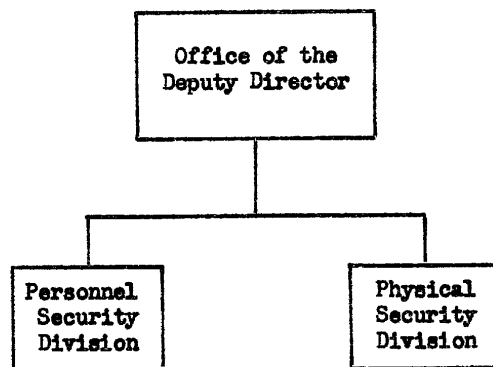
~~SECRET~~

TAB "G"
DD/Pers. & Phys. Sec.

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

~~SECRET~~

Security Office
Proposed Organization
Deputy Director for Personnel
and Physical Support



~~SECRET~~

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

25X9

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

Page Denied

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

~~SECRET~~

STATEMENT OF FUNCTIONS

DEPUTY DIRECTOR FOR PERSONNEL AND PHYSICAL SECURITY

SECURITY OFFICE

The Deputy Director for Personnel and Physical Security, under the general direction of the Director of Security, shall:

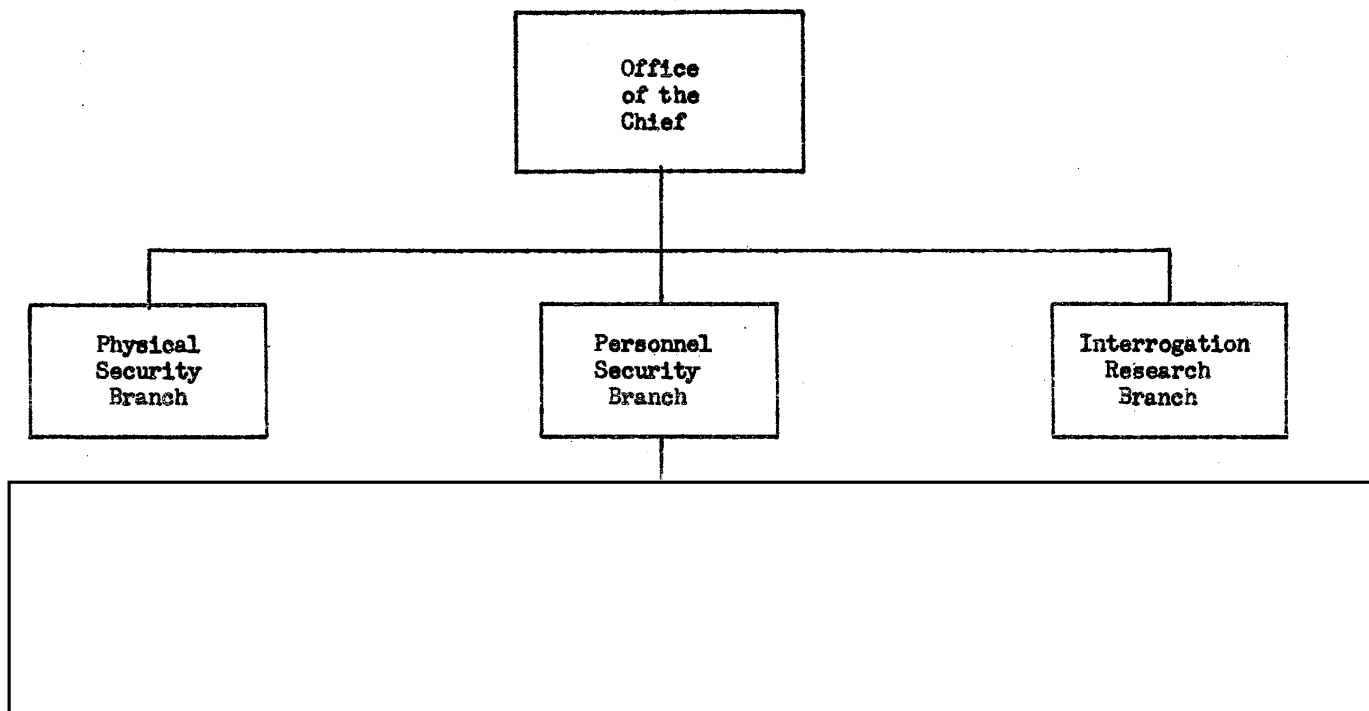
1. Recommend to the Director of Security the establishment of new policy or modification of existing policy as it pertains to the fields of personnel and physical security in order to assure efficient and economical operation of the separate programs.
2. Direct the implementation of security policies laid down by the Director of Security.
3. Provide policy guidance and control for the two operating divisions under his jurisdiction.
4. Direct and review the development of plans for the achievement of long range objectives in the two operating divisions under his jurisdiction.
5. Represent the Director of Security on certain operational matters involving physical and personnel security with other government agencies.

~~SECRET~~

TAB "H"
Personnel Sec. Div.

~~SECRET~~

Security Office
Security Division
Present Organization Structure

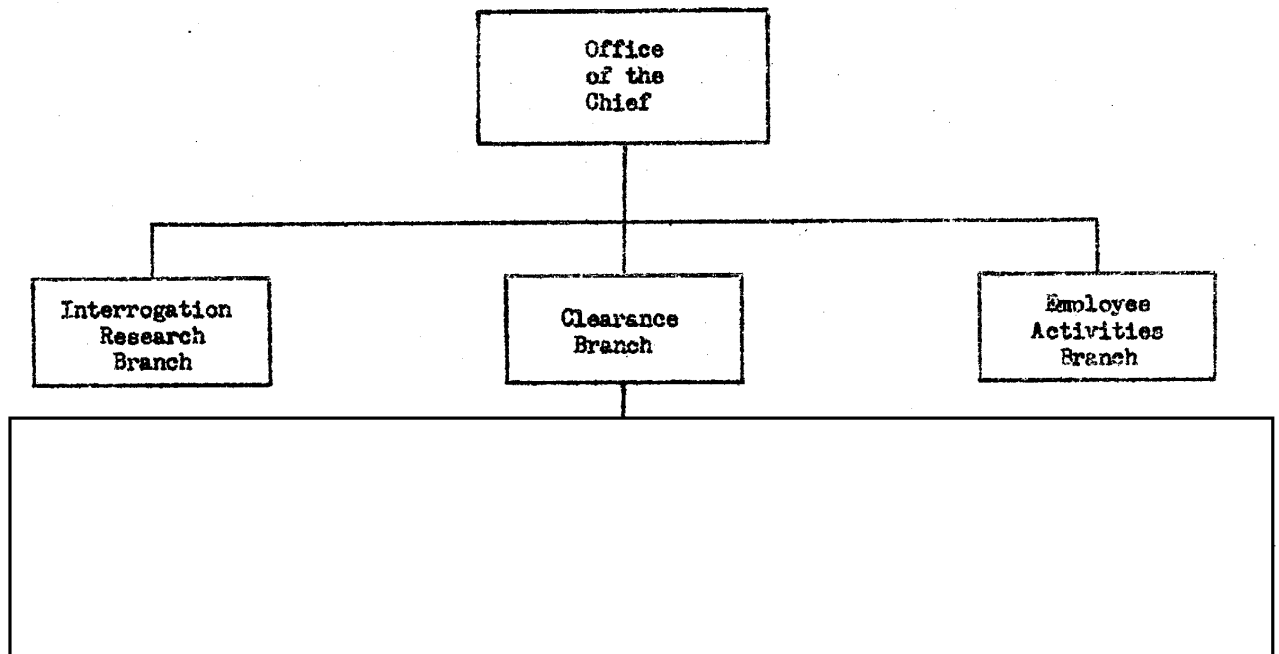


25x1

~~SECRET~~

~~SECRET~~

Security Office
Personnel Security Division
Proposed Organization Structure



25X1

~~SECRET~~

Page Denied

Next 3 Page(s) In Document Denied

STATEMENT OF FUNCTIONS
PERSONNEL SECURITY DIVISION
SECURITY OFFICE

The Chief, Personnel Security Division, under the direction of the Deputy for Personnel and Physical Security, shall:

1. Initiate and determine the scope of all personnel security investigations for overt and semi-covert personnel.
2. Appraise and analyze the field investigations submitted for overt and semi-covert personnel for adequacy of coverage, pertinence of information and any evidence bearing upon the security aspects of each case.
3. Approve such personnel for employment or association with the Agency as employees, consultants, or contractors and recommend their disapproval for security reasons.
4. Conduct a program of review and re-appraisal of employees and initiate action for those persons determined to constitute a security risk.
5. Maintains personnel reference files on all but covert personnel and controls dissemination of such personnel security information to other components of the Agency and to other agencies.
6. Conduct a program of exit briefings for personnel leaving the Agency as well as departing for overseas.
7. Approve from a security standpoint the transfer of employees between components of the Agency.
8. Conduct interviews by means of general and special interrogation techniques to augment and assist in personnel investigations.

(continued on next page)

~~SECRET~~

~~SECRET~~

9. Review for possible security implications all requests by employees to participate in various outside activities, to assure that no conflict with Agency interest would result from such an association.
10. Clear employees of other agencies for liaison with the Agency and for attendance at Agency orientation and indoctrination briefings.
11.

25X1

~~SECRET~~

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

Page Denied

Next 2 Page(s) In Document Denied

~~SECRET~~

STATEMENT OF FUNCTIONS
EMPLOYEE ACTIVITY BRANCH
SECURITY OFFICE

The Chief, Employee Activity Branch, under the direction of the Chief, Personnel Security Division, shall:

1. Render security guidance with respect to Agency employees group social activities.
2. Furnish advice as requested by Agency employees on the completion of questionnaires and applications pertaining to their outside activities.
3. Clear Agency employees for attendance at meetings and conventions, and for attendance at outside schools and all courses of instruction.
4. Clear all papers, speeches and writings of, or concerning, Agency employees for presentation outside of the Agency and clear employees to engage in private foreign travel, part-time employment and other activities which may be of interest to the Agency from a security stand-point.
5. Render advice and assistance regarding court appearance of employees and furnishing of affidavits for loyalty hearings.
6. Clear employees of other agencies for liaison with the Agency and for attendance at Agency orientation and indoctrination briefings.
7. Reply to correspondence from persons outside of the government, when security considerations are involved.

~~SECRET~~

~~SECRET~~

PERSONNEL SECURITY DIVISION

SECURITY OFFICE

DISCUSSION:

1. The organizational arrangement of the proposed Personnel Security Division is based upon the objective of placing those clearance functions pertaining to personnel in one organizational entity at division level. The proposed division accomplishes this for overt and semi-covert clearance work. The organization is composed of a nucleus of the Personnel Security Branch, to be redesignated the Clearance Branch, and includes the Interrogation Research Branch. This branch will remain with no change in functions, but its total staff will be decreased. A recently created element designated the Employee Activities Branch will complete the division structure.
2. The physical security activity has been transferred with all functions and established as a division and is discussed in the appropriate tab. All functions pertaining to the Safety Program has been transferred with two positions to the Physical Security Division as they are related to the building security functions performed by that division.
3. The T/O of the Interrogation Research Branch has been reduced by 13 positions. When the branch T/O was established provision was made in excess of immediate needs to provide for training requirements. The present number of positions is considered sufficient to continue the program.
25X9
4. The functions of Clearance Branch will remain the same with the elimination of the Project and Liaison Section which is to be abolished as an element. The section was established to effect liaison with other government agencies and to serve as a point of contact with Agency representatives bringing name check requests to the Security Division. This function is now performed by one person in the branch Office of the Chief. The division of functions performed by the Requirements and Appraisal Sections is considered proper in order to maintain objectivity in handling clearances.
5. During the survey of the Security Control Staff it was readily apparent that those functions pertaining to a review of employee outside activities in which the Agency might have an interest, could be isolated. In an effort to bring as much personnel clearance work as possible within the same sphere it was further apparent that this could best be handled within one operating

(continued on next page)

~~SECRET~~

~~SECRET~~

(2)

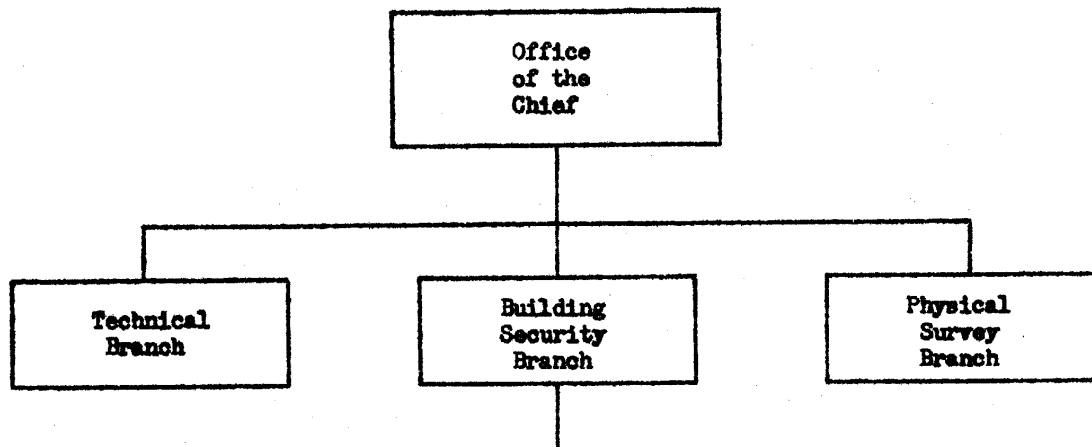
element. The proposed Employee Activities Branch accomplishes this objective and separates the day to day review of employees activities from policy matters as is discussed in Tab C. Due to a substantial increase in employee activities an addition of 4 positions is proposed.

6. Due to realignment of functions and a decrease in positions which were not filled no increase in the division total strength is necessary.

~~SECRET~~

Page Denied

Security Office
Physical Security Division



25X1

~~SECRET~~

Page Denied

Next 2 Page(s) In Document Denied

~~SECRET~~

STATEMENT OF FUNCTIONS
PHYSICAL SECURITY DIVISION
SECURITY OFFICE

The Chief, Physical Security Division under the direction of the Deputy Director for Personnel and Physical Support, shall:

1. Be responsible for planning and directing a general over-all security program designed to safeguard all classified information, installations, buildings, property, equipment and personnel of the Agency.
2. Prepare and implement security regulations, procedures and methods for the proper safeguarding and control of classified information.
3. Plan and supervise the execution of security systems for the protection of intelligence operations within the organization, the interruption of which might seriously affect the efficient operation of the Agency.
4. Conduct physical security surveys of buildings or areas to be occupied by the Agency 25X1
[redacted] security 25X1
requirements and make recommendations as appropriate or necessary to provide adequate security 25X1
[redacted]
5. Make periodic re-surveys and inspections of all buildings or areas presently occupied by the Agency 25X1
[redacted] to insure that adequate standards of security are being maintained and to recommend procedures, changes, installations, alterations or construction work that would improve existing security.
6. Act in an advisory capacity to organizational units as to the application of security regulations to their respective organizations.
7. Investigate each security violation including loss or compromise of classified information, extent of compromise, and identity of responsible individual.

(continued on next page)

~~SECRET~~

~~SECRET~~

(2)

8. Investigate cases of loss, theft or mis-use of Agency property.
9. Determine guard requirements for Agency operations and supervise the guard force.
10. Devise and implement an identification system and control procedures for all Agency employees and visitors.
11. Supervise a staff of receptionists engaged in processing of visitors to and from Agency buildings.
12. Provide for the secure collection, transportation and destruction of all classified waste of the Agency.
13. Provide a program for the maintenance and repair of all Agency safekeeping equipment and for the periodic changing of combinations on such equipment.
14. Maintain personnel on duty in the Security Office 24 hours a day to perform a variety of security assignments and to handle any security problems or emergencies that may arise during non-working hours.
15. Plan, develop and conduct an Agency-wide safety program, and survey reported hazardous conditions and make recommendations for their correction.
16. Conduct a firearms program and train such Agency employees who are required to carry firearms in connection with their official duties.
17. Study and analyze newly developed electronic equipment so that counter-measures may be devised to counteract any possible use of such equipment against the interests of the Agency.
18. Supervise a program of periodic technical inspections of offices and equipment for detection of possible telephone taps, concealed microphones or transmitters which may have been installed surreptitiously.
19. Provide for the personal safety of certain high-level Agency officials.
20. Test and evaluate safe-keeping equipment and approve or disapprove such equipment for Agency use.

(continued on next page)

~~SECRET~~

~~SECRET~~

(3)

21. Approve or disapprove, based on security requirements, Agency requests for the installation of unlisted telephones.
22. Coordinate with IAC agencies on all physical security matters of mutual interest.
23. Participate in the planning and execution of an Agency emergency plan designed to safeguard the Agency's classified material and operations in case of serious emergency.
24. Command a platoon of Agency Security Patrol which is organized for the purpose of protecting classified material, installations, property and personnel of the Agency in the event of an emergency.
25. Provide armed security support for the transportation of classified or sensitive materials and provide security support for high-level conferences held out of town.
26. Devise and implement security procedures with respect to the following:
 - a. Transmission, receipt, logging and storage of classified information.
 - b. Destruction of classified documents and classified waste.
 - c. Uniformity as to classification and declassification of documents and the disposal of obsolete classified material.
 - d. Loss or possible compromise of classified documents or information.
 - e. Security responsibility of the individual while on duty.
 - f. Security in office routine.
 - g. Properly securing and checking offices at close of the working day.
 - h. Staff security check systems.

~~SECRET~~

~~SECRET~~

STATEMENT OF FUNCTIONS

TECHNICAL BRANCH

PHYSICAL SECURITY DIVISION

SECURITY OFFICE

The Chief, Technical Branch under the direction of the Chief, Physical Security Division, shall:

1. Conduct technical inspections of offices and equipment for detection of possible telephone taps, concealed microphones and transmitters.
2. Study and analyze newly developed electronic equipment so that counter-measures may be devised to counteract any possible use of such equipment against the interests of the Agency.
3. Develop and design new defensive electronic equipment or modify existing equipment in the light of current developments in the field of offensive electronic devices.
4. Conduct training courses for both overseas and domestic security officers in the operation and maintenance of technical security equipment, latest developments in electronic devices and counter measures.
5. Provide for the personal safety of certain high-level officials of the Agency.

~~SECRET~~

~~SECRET~~

STATEMENT OF FUNCTIONS
BUILDING SECURITY BRANCH
PHYSICAL SECURITY DIVISION
SECURITY OFFICE

The Chief, Building Security Branch under the direction of the Chief, Physical Security Division shall:

1. Establish adequate safeguards necessary to preclude the physical penetration of Agency installations and activities by unauthorized individuals.
2. Upon recommendation of the Physical Survey Branch, implement the necessary requirements and procedures to provide for the adequate security of Agency buildings 25X1
3. Security process all new Agency employees, including fingerprinting, photographing, signing of Secrecy Agreement, reading Agency Security Regulations and extracts of U.S. Espionage laws.
4. Make up, issue, control and maintain records of employee badges, special and limited passes and various types of special credentials.
5. Determine guard requirements for Agency operations and supervise the guard force.
6. Establish a procedure for the control of visitors, maintaining appropriate records and investigating unusual visitor activity.
7. Supervise receptionist staff.
8. Conduct building inspections to insure continuing adequacy of security safeguards.
9. Collect, transport and provide for the destruction of all classified waste of the Agency.

(continued on next page)

~~SECRET~~

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

~~SECRET~~

10. Maintain and repair all Agency safe-keeping equipment and the periodic changing of combinations of such equipment.
11. Maintain a master emergency control record of all Agency safe combinations.
12. Maintain personnel on duty in the Security Office 24 hours a day to perform a variety of security assignments and to handle any security problems or emergencies that may arise during non-working hours.

~~SECRET~~

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

~~SECRET~~

STATEMENT OF FUNCTIONS
PHYSICAL SURVEY BRANCH
PHYSICAL SECURITY DIVISION
SECURITY OFFICE

The Chief, Physical Survey Branch under the direction of the Chief, Physical Security Division, shall:

1. Conduct physical security surveys and re-inspections of all installations, buildings, areas and space required for Agency use and approves or disapproves the physical security of such facilities.
2. Conduct security surveys and audits on a continuing basis to insure that the Agency's Security Regulations and policies are observed and practiced.
3. Investigate violations of Security Regulations, to fix responsibility in each case, to ascertain the degree of compromise and to recommend corrective measures to reduce the probability of a recurrence.
4. Investigate the loss or compromise of classified information to recover same, if possible, and to ascertain the extent of compromise, if any, and to determine the identity of the responsible individuals.
5. Investigate cases involving alleged malfeasances and the loss, theft or mis-use of Agency property and the development of facts and evidences concerning these matters.
6. Maintain security violation records on each Agency employee.
7. Provide reports to the various office heads with respect to security violations in order that appropriate corrective and disciplinary action may be taken.
8. Prepare statistical information with respect to the number of security violations, the incidence of certain types of violations, the causes thereof, and the degree of compromise involved.

~~SECRET~~

S E C R E T

PHYSICAL SECURITY DIVISION

SECURITY OFFICE

DISCUSSION:

1. The proposed organizational pattern will provide for the establishment of an Office of the Chief, which will be responsible for certain staff type functions, such as a safety and firearms program and three branches with clearly defined responsibilities. The previous organization, which the physical security activity performed at branch level, did not provide for any formal subdivision of organization below the branch level.
2. The research on technical devices and all equipment peculiar to the conduct of the security operation is now centralized in one element, the Technical Branch. Formerly this function, including experimentation on the adaptability of standard technical equipment such as countermeasure equipment and safes was split between an element in the Security Research Staff and the Office of the Chief, Security Division.
3. All aspects of the day to day measures necessary to assure the physical security of Agency premises have been centralized in a Building Security Branch. This provides for central supervision of all persons involved in admission of outside personnel to Agency premises as well as the control records concerning them. Functions allied to the guarding of the physical property of the Agency such as the collection and disposal of classified trash have been placed under a Service Section which is also responsible for the maintenance, minor repair and changing combination of all Agency safes. This section provides for a logical grouping of all service type functions.
4. A small section is provided for the issuance and control of Agency passes and other credentials.
5. A separate section is provided for the night Security Officers to be under the direct supervision of the Chief, Building Security Branch. The section will provide for sufficient personnel to cover the office during all times other than normal working hours as well as to supply personnel for continuing routine building inspections, supervision of the guard force or to be on hand when emergencies arise concerning the physical security of Agency premises.

(continued on next page)

S E C R E T

~~SECRET~~

(2)

6. In addition to the above mentioned activities of the Technical Branch, the Chief has the responsibility for the supervision and administration of the detail assigned to provide protection to the Director and to provide for the security of his immediate office.
7. The separate functions to be conducted in the Office of the Chief include all phases of an Agency firearms program and the conduct of an Agency-wide safety program.
8. A Security Survey Branch is provided to provide an investigative organization as it pertains to physical security of buildings and within the paperwork area. The Branch will handle violations of all types and render investigations on the loss, compromise or possible compromise of classified documents. It will conduct building surveys of such type as may be necessary when additional space is to be procured or render advice concerning major alterations of property or moves, as distinguished from routine building surveys to be conducted by the Building Security Branch.

JUSTIFICATION:

25X9

1. The proposed T/O for the division includes ☐ positions, an increase of 15 positions in excess of the Physical Security Branch. The transfer of 2 Safety Engineers from the Security Division and 4 positions for the Technical Branch account for a total of 6 positions. An additional Clerk Stenographer is proposed for needed clerical support for the Office of the Chief and to support the Technical Branch. In addition a Technical Assistant is proposed for this Branch.
2. Two Security Clerks are proposed; one to handle the increased demand occasioned by an increase in the volume of classified trash handled and the other to handle an increase in workload occasioned by safe combination changes.
3. Two additional Physical Security Officers are proposed; one for the Building Security Branch and the other for the Physical Survey Branch. These proposed positions may be substantiated by an increase of the numerous tasks assigned to the building Security Officers including night calls and the volume of work in investigating actual or possible breaches which may involve security violations.

~~SECRET~~

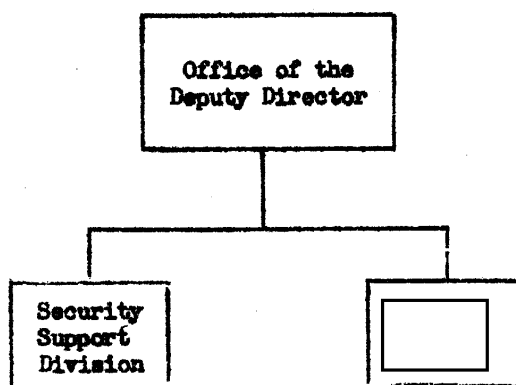
Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

~~SECRET~~

Security Office
Proposed Organization
Deputy Director for Investigations
and Operational Support



25X1

~~SECRET~~

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

25X9

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

~~SECRET~~

STATEMENT OF FUNCTIONS

DEPUTY DIRECTOR FOR INVESTIGATIONS AND OPERATIONAL SUPPORT

SECURITY OFFICE

The Deputy Director for Investigations and Operational Support, under the general direction of the Director of Security, shall:

1. Recommend to the Director of Security the establishment of new policy or modification of existing policy as it pertains to the conduct of field security investigations and the establishment and maintenance of operational support in order to assure efficient and economical conduct of the interrelated programs.
2. Direct the implementation of security policies set forth by the Director of Security, and is directly responsible for the conduct of all field investigation activity.
3. Provide policy guidance and control for the headquarters operating elements
4. Direct and review the development of plans for the achievement of long range objectives of operations under his jurisdiction.
5. Represent the Director of Security on matters involving investigative policies and practices with other government agencies.

25X1

~~SECRET~~

TAB "K"
Security Support Div.

~~SECRET~~

Security Office

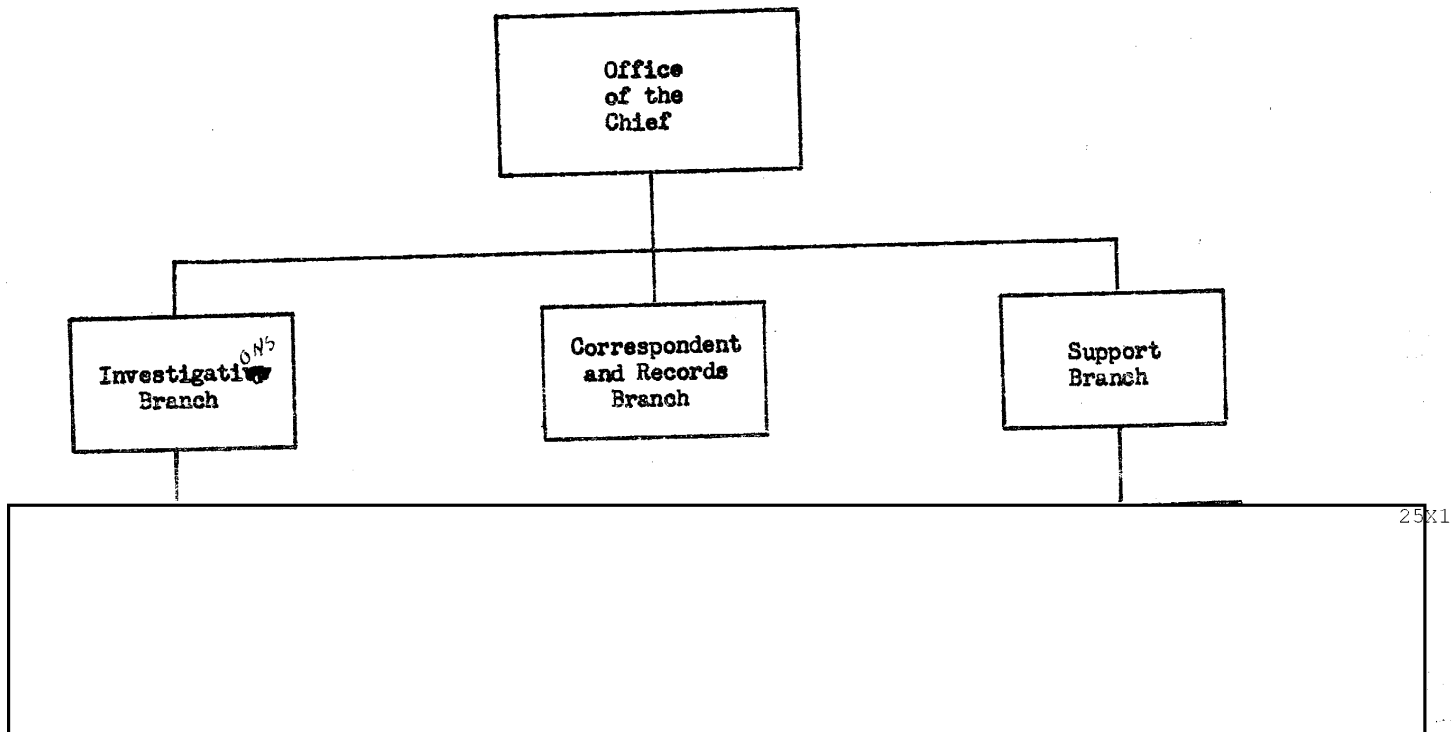


~~SECRET~~

~~SECRET~~

Security Office

~~Proposed~~ Organization of Security Support Division



~~SECRET~~

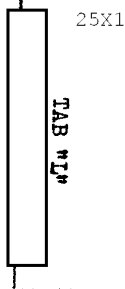
25X9

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

Next 16 Page(s) In Document Denied

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7



Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

25X9

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7

Next 13 Page(s) In Document Denied

Approved For Release 2006/11/06 : CIA-RDP78-04007A000200020001-7